

TO: ALL NEVADA WORKERS' COMPENSATION INSURERS (Active and Inactive)  
Private Carriers Licensed for Workers' Compensation in Nevada (writing and non-writing)  
Self-Insured Employers (current and inactive Certificates of Authority)  
Associations of Self-Insured Employers (current and inactive Certificates of Authority)

CC: Third Party Administrators (TPAs)

FROM: Valerie Hall, MBA, RN, Chief Administrative Officer, Workers' Compensation Section  
State of Nevada, Department of Business and Industry, Division of Industrial Relations

DATE: October 17, 2022

SUBJECT: Nevada WCS Workers' Compensation Claims Activity Reports or Statements of Inactivity  
Fiscal Year 2020 (FY20) (July 1, 2019 - June 30, 2020)  
Fiscal Year 2021 (FY21) (July 1, 2020 - June 30, 2021)

DUE DATES: FY20: November 30, 2022  
FY21: December 14, 2022

The **FY20** and **FY21 WCS Workers' Compensation Claims Activity Report (Activity Report)** and **Statement of Inactivity** forms and instructions are now available on the WCS website at [http://dir.nv.gov/WCS/Insurer-TPA\\_Reporting/](http://dir.nv.gov/WCS/Insurer-TPA_Reporting/). If you are not the appropriate party to respond to this correspondence, please forward to the person(s) within your organization responsible for state reporting.

**IMPORTANT:** There are separate and distinct forms for the FY20 and FY21 reports. Please ensure that you are reporting your data on the correct forms.

**The FY20 Activity Report or the Statement of Inactivity must be completed and returned to the WCS on or before November 30, 2022.**

**The FY21 Activity Report or the Statement of Inactivity must be completed and returned to the WCS on or before December 14, 2022.**

**Private carriers:** Please submit one report per insurer/underwriting company for each year. Insurers using multiple TPAs in Nevada must aggregate their data and send one report for each year. Do not combine multiple underwriting companies into one report.

**Self-insured employers:** Employers who are currently self-insured must report as an insurer. Employers who were once self-insured must continue to report claims activity for claims incurred during their period of self-insurance unless the liabilities have been transferred to an insurer or an active self-insured employer. If you have retained the liability and no claims incurred during the period of self-insurance were open at any time during either reporting year, use the **Statement of Inactivity** form for FY20 and/or FY21.

**Associations of Self-Insured Employers:** Self-insured groups that are currently licensed must report as an insurer. Self-insured groups must continue to report claims activity for claims incurred during the period of self-insurance unless the liabilities have been transferred to an insurer or an active self-insured group. If you have retained the liability and no claims incurred during the period of self-insurance were open at any time during either reporting year, use the **Statement of Inactivity** form for FY20 and/or FY21.

Read and follow all instructions carefully. Information submitted must be complete, accurate, and correctly calculated. Be sure to double-check calculations before entering the final figures on the report. A zero (0) should be entered in all fields where there has been no activity. If a specific amount is unknown, enter “UNK” in the field. Do not leave fields blank.

Any insurer having no claims activity during the fiscal year must complete the **Statement of Inactivity** in lieu of the **Activity Report**. Every insurer, active or inactive, must submit either the **Activity Report** or the **Statement of Inactivity**.

#### **METHOD OF REPORTING:**

The WCS requires electronic filing of the **Activity Report** and the **Statement of Inactivity**. Read and follow the instructions (Attachment #3) for filing by email to: [wcsra@dir.nv.gov](mailto:wcsra@dir.nv.gov).

*Nevada Revised Statutes (NRS) 616B.009(1) states: “All insurers shall report to the administrator, annually or at intervals which the administrator requires, all accidental injuries, occupational diseases, dispositions of claims and payments made under chapters 616A to 617, inclusive, of NRS or regulations adopted by the division pursuant thereto.” Additionally, NAC 616B.016 defines what each insurer shall report. Nevada Administrative Code (NAC) 616A.410 requires workers’ compensation insurers to respond to a written request of the administrator or his designated agent within 30 days after receipt of the request or as specified in the request. Failure to return the completed forms as requested by WCS or to comply with any of the statutes and regulations mentioned herein shall result in administrative action pursuant to NAC 616D.415(1)(d).*

If you have any questions regarding this request, you may contact Research and Analysis at (702) 486-9080 or by email at [wcsra@dir.nv.gov](mailto:wcsra@dir.nv.gov).